

# VIRGINIA DEFENSE FORCE

## CONTACT NUMBERS

MY RECRUITER IS: \_\_\_\_\_

MY COMMANDING OFFICER IS:

\_\_\_\_\_

MY COMPANY IS: \_\_\_\_\_

MY PLATOON / SECTION IS: \_\_\_\_\_

MY NCO IS: \_\_\_\_\_

\_\_\_\_\_

MY NCO'S CONTACT NUMBERS ARE:

HOME: \_\_\_\_\_

OFFICE: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_

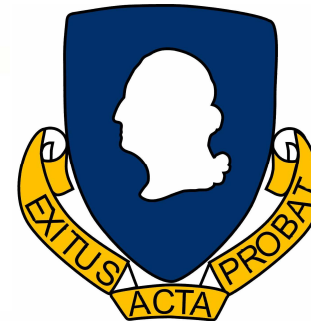
MY MENTOR IS: \_\_\_\_\_

MY DRILL LOCATION IS: \_\_\_\_\_

## VIRGINIA DEFENSE FORCE

# RECRUIT GUIDE

*What you need to  
know to get  
started.*



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# Orders are required

for all activities outside of normal set drill at your assigned drill location. These orders are for accountability and for insurance

should you sustain an injury. **If you don't have orders, you don't go.**

## *ORDERS FOR: Volunteer Duty*



VIRGINIA DEFENSE FORCE  
DEPARTMENT OF MILITARY AFFAIRS  
COMMONWEALTH OF VIRGINIA  
500 Dove Street  
Richmond, Virginia 23222-4597  
Telephone (804)228-7018 Fax (804)228-7031  
E-Mail vassdf@verizon.net



Office of G-1  
LTC Hyman S. Schwartzberg

VaDF-H1

13 February 2007

LETTER ORDER NO: 10-2

- The following individuals are placed on TDY at AASF, Sandston, VA for the period 15 February 2007 for Traffic Control at the Welcome Home of the 224<sup>th</sup> Avn Bn VaARNG.

TELL, WILLIAM A., (S.S. #), CW2, HHC GW Div VaDF, HOR: Your Home Address  
VA 22572

LINCOLN, ABE., (S.S. #), WO1, HHC GW Div VaDF, HOR:  
Hqts., VA 23834

WASHINGTON, GEORGE K., (S.S. #), SGT, HHC GW Div VaDF, HOR:  
VA 23830

TYLER, JOHN., (S.S. #), SGT, MP Co GW Div VaDF, HOR:  
VA 23113

- Travel from and to HOR will be by POV and mileage expense will not be reimbursed. Meals are not provided.

- Uniform will be Class C

## ORDERS FOR: State Active Duty



LTC Hyman S. Schwartzberg  
Asst COS G-1

VIRGINIA DEFENSE FORCE  
DEPARTMENT OF MILITARY AFFAIRS  
COMMONWEALTH OF VIRGINIA  
500 Dove Street, Room 40  
Richmond, Virginia, 23222-4597  
Telephone (804) 228-7018 Fax (804) 228-7031  
Email vascdf@verizon.net



VaDF-H1

13 February 2007

ACTIVATION ORDER NO: 1-1

**TELL, WILLIAM A.**, (S.S. #), CW2, HHC GW Div VaDF, HOR: Your home address  
VA 22572  
**LINCOLN, ABE.**, (S.S. #), WO1, HHC GW Div VaDF, HOR:  
Hqts., VA 23834  
**WASHINGTON, GEORGE K.**, (S.S. #), SGT, HHC GW Div VaDF,  
VA 23830  
**TYLER, JOHN.**, (S.S. #), SGT, MP Co GW Div VaDF, HOR:  
VA 23113

By direction of the Governor of the Commonwealth of Virginia, you are ordered to State Active Duty (SAD) for the period indicated.

Authority: Executive Order of the Governor of the Commonwealth of Virginia  
Attached to: VEOC Richmond  
Reporting dates: 14 February 2007  
Period: 0700-1900 hrs.  
Purpose: Provide VaDF support to VEOC Richmond, VA.  
Additional instructions: SAD includes pay, Workmans Compensation, travel and meals.

FOR THE COMMANDER:

HYMAN S. SCHWARTZBERG  
LTC GS VaDF  
AC of S G-1

CF:  
CG  
DeputyCmdrs  
COS  
G-5  
Cmdr HHC GW Div  
Cmdr MP Co  
Ind MPRI  
Ind Concerned

Order file  
Reading File

With these orders service is mandatory, as you can see they are generated from the Governor's office. You will be paid for this service.

## Welcome to the Virginia Defense Force,

*We are very pleased to have you join our ranks. The VaDF has been in existence since the early 1600's with one real mission in hand that was and is to protect the people of the Commonwealth of Virginia. We salute your desire to become one of those who follow that mission. There are a few things you are going to need to know right from the start and this guide will show the basics to you. Once you have read through this booklet sit down with your NCO and he / she will answer any questions you may have. Remember there are no stupid questions. If the answers you receive do not make sense help is always close at hand. You're going to find this is a great group of folks to work with.*

*Once again welcome, learn all you can, do your very best, and have fun helping others.*

MG **John D. Taylor**  
Commanding General VaDF

CSM **Andy J.**

## *Commanding General, Questions and Answers.*

### **Q: Where are we going as an organization in the future?**

**A:** We are in the process of transforming the VaDF into an “Always Capable and Prepared” support organization for the Virginia National Guard / VaNG, responding to disasters within the Commonwealth and being “Mission Capable” to provide assistance to the civilians in our communities at any time.

### **Q: Where will the VaDF be focusing it's collective efforts?**

**A:** Our focus will be on developing strong Leadership, deploying a recruiting program to increase membership and implementing programs for our workforce retention and realistic training for real world situations which may impact the Commonwealth.

### **Q: What accomplishments will the individual member of the VaDF strive for in the future?**

**A:** Good question, the individual; (as in all large organizations), is a member of a team and as a team we will continue to conduct safe training and disaster response exercises, we will teach our individuals to as a force take care of our people and to be trained in all areas, and be ready to support the Virginia National Guard at a moments notice.

### **Q: What must the VaDF achieve today to insure its success in the future?**

**A:** We as a organization need to increase our personnel numbers, we need to retain our trained individuals, we will need to increase our diversity within the organization and enhance the individual training for our members, and lastly we need to be innovative in the conducting of our training exercises.

## *72 Hour pack*



We suggest that you pack your 72 hour load in a military style duffel bag. This bag may be canvas or nylon and offers a locking closure allowing a degree of protection for the contents. The military issue style allows you to carry the bag as a backpack or as regular luggage by the handle.

This style includes a external pocket so you may easily keep you orders close by. Often when mass deployment is warranted, many of these bags will be loaded together in the same vehicle, you may consider ordering an extra set of name tapes to have sewn onto this bag so that easy identification may be made in the event you are to be deployed.

*Things you're gonna need*  
**72 Hour pack**

**DOCUMENTS:**

- 1) VaDF I.D. card and personal medical information card.
- 2) Drivers License
- 3) First Aid and CPR cards
- 4) Radio Operators License
- 5) Dog Tags (set)

**LOAD BEARING and  
OTHER RELATED EQUIPMENT:**

- 1) Pistol belt
- 2) Flashlight with extra batteries
- 3) Two 1-quart canteens with covers
- 4) Knife (small folding)

**MESS GEAR:**

- 1) Matches (watertight container with striker)

**CLOTHING:**

- 1) Class "C" uniform-Woodland Camouflage
- 2) Patrol cap
- 3) Underwear (brown)
- 4) Boot socks
- 5) Combat boots
- 6) Rain poncho
- 7) Field jacket-Woodland Camouflage
- 8) Work gloves
- 9) Watch

**PERSONAL HYGENE AND GROOMONG:**

- 1) Shoeshine kit
- 2) Sewing kit
- 3) Toilet paper (with watertight container)
- 4) Tooth brush (with tooth paste)
- 5) Hair comb / brush
- 6) Deodorant
- 7) Personal hygiene items related to gender
- 8) Personal medications
- 9) Extra pair of eyeglasses / contact lenses with cleaning supplies
- 10) Other items as appropriate

**FIRST AID:**

- 1) Mole skin
- 2) High SPF sunscreen
- 3) Insect repellent
- 4) Standard first aid supplies as needed

**Q: What areas do you feel will require a stronger focus to insure continued success today and in the future for the VaDF?**

**A:** I feel that a emphasis needs to be focused in the command areas; Looking out for our people in all regards has always been our highest priority, we have been doing a great job with this, however, there is always more that can be done; training, communication, leadership and most of all safety are all our top drawer efforts, and we want to maintain the highest caliber of performance and professional conduct attainable at all times.

**Q: How do you want members of the VaDF to conduct themselves while on duty?**

**A:** Let's see, I'll put it this way, honesty, loyalty, dedication, duty, respect, integrity, selfless service and personal courage- it's not just for the Boy and Girl Scouts anymore. I want to see these traits in all members of the force at all times whether in training or during a mission or in support of the VaNG. Is that too much to ask? Not for our members, we represent Virginia and we have to remember that.

**Q: General, Why does the VaDF exist? What is the "Mission Statement" of the Defense Force?**

**A:** We exist to support the Virginia National Guard through assistance for unit mobilizations, training, troop augmentation, force protection, and the preservation of lives, property, and public safety in emergencies throughout the State. I think that answers both questions rather nicely.

**Q: How does the VaDF need to be prepared to respond in the event of a disaster?**

**A:** We as a force need to build our task and mission skills, both on the individual and unit level so we are ready to perform assigned task and missions in VaNG unit mobilizations, disaster relief, and Homeland Security for every community within the Commonwealth.

**Class “C” Uniform**

- 1-1 Authorization for Wear
- The Battle Dress Uniform (BDU) is authorized for year round wear by all Officers and Enlisted personnel.
  - The BDU cold weather field jacket (with/without liner) or extended cold weather (ECWCS) parka are authorized with this uniform in cool weather.
  - Green name and V.A. Defense Force tapes, with black lettering, will be worn on the BDU shirt and field jacket. Only a green name tape, with black lettering, may be worn on the left sleeve pocket flap of the ECWCS parka.
  - A subdued VaDF shoulder patch will be worn on the left shoulder of the BDU shirt and field jacket. It is not worn on the ECWCS parka.
  - A non-subdued Virginia State Flag will be worn on the right shoulder of the BDU shirt and field jacket. It is not worn on the ECWCS parka.
  - T-shirt (Army brown).
- 1-2 Occasion for Wear
- The Class “C” Uniform will be worn while on duty or training status as prescribed by the commander. Duty wear can also mean on special TDY at various ordered occasions, but never while off duty.
- 1-3 Item worn with or on the Class “C” Uniform
- Footwear: Black leather combat or jump boots with black, OD or camouflage canvas uppers.
  - Gloves: Black leather outer shell with wool insert.
  - Belt: Black web with black buckle and black tip or black Velcro belt without buckle or tip of black “Universal” web belt with black buckle. The belt with the brass buckle and tip is not authorized with this uniform.
  - Insignia and accouterments:
    - Collar insignia:
      - Officers will wear non-subdued grade/rank insignia on the right collar and branch insignia on the left collar of the BDU shirt. Insignia is centered between the inside and the outside edges of each collar, 1 inch above the lower edge of the collar with the centerline of the insignia parallel to the lower edge of the collar.
      - Enlisted personnel non-subdued grade/rank insignia will be worn on both collars of the BDU shirt. The insignia is centered on both collars, with the centerline of the insignia bisecting the points of each collar and positioned 1 inch up from the collar point.
    - Shoulder sleeve insignia:
      - A non-subdued VaDF Division Patch will be worn, ½ inch from the seam, on the left shoulder of the BDU shirt.
      - A non-subdued Virginia State Flag will be worn ½ inch from the seam, on the right shoulder of the BDU shirt. When wartime service insignia is worn (see para 1-2(2) (c)) the State Flag will be worn ½ inch below that insignia.
      - At the option of the wearer, individuals who served overseas, and participated in, or supported combat operations against hostile forces, may wear non-subdued organizational insignia of their wartime unit, ½ inch from the seam, on the right sleeve of the BDU shirt.

A full 90% of your time will be training for the 10% of the time when you will be called into action, so don’t get discouraged.

The Defense Force’s strongest links are forged in the furnace of training. Being prepared to respond in a professional and intelligent manner when called into service is the hallmark of the VaDF.

This body has been complimented numerous times by the National Guard on our professionalism and dedication to mission completion and our high degree of execution of those missions.

The VaDF has worked tirelessly to gain the respect and confidence of our Virginia National Guard and the Commonwealth, let’s be sure to keep the confidence and respect we have earned.

> Train hard.

> Train for the mission.

> Be at all the training to which you’re assigned.

> Sign up for all the training you can get.

If you can not attend your monthly training, seek training that will be a suitable substitute.

(consult your NCO)

**Remember:**

In the eyes of the Commonwealth and all who see you, you are a citizen soldier. We all look to you to be the best that you can be. Don’t let us or yourself down!



*He is doing his duty.*

*Now it's time  
for you to do yours!*

*Your primary responsibility is to  
be at your designated drill area at  
the scheduled time, in uniform as  
ordered and prepared to get to  
work!*

*Should you become unable to  
make drill,  
advise your NCO immediately.*

- (3) Name tapes:  
Soldiers name over the right breast pocket of the BDU shirt. Virginia Defense Force tape over the left breast pocket of the BDU shirt. Tapes are subdued (black letter on green background).
- (4) Military Police Brassards when authorized, non-subdued, worn on the left sleeve.
- (5) Badges:  
Non-subdued worn on top of the left breast pocket of the BDU shirt.
  - (a) Combat or Expert Infantry Badge
  - (b) Airborne or Air Assault Wings
  - (c) Aviator, Observer or Air Crew Wings
  - (d) MEMS Badge
  - (e) VaDF Radio Communicator Qualification Badge
  - (f) VaDF Emergency Medical Specialist Badge
  - (g) Other if awarded on active duty, verified by DD 214, NGB 22 and IAW all applicable Army Regulations governing their wear on a fatigue type uniform.
 Non-subdued worn on flap of left breast pocket of BDU shirt.
  - (h) Warrant Officer Branch insignia
 Non-subdued worn on left breast pocket of BDU shirt.
  - (i) VaDF Military Police Qualification Badge
 Non-subdued worn on the right breast pocket of BDU shirt.
  - (j) Virginia EMT Badge, (patch or pin). All current emergency medical technicians may wear the badge to aid both military and civilian personnel in identifying trained emergency medical technicians.
- (6) A non-subdued Distinctive Unit Insignia or Unit Crest (DUI) of the wearers current unit (Division (includes HHC, MP Company), Division Training Command, Brigade, Aviation Battalion) will be worn ¼ inch above the soldier's right name tape.
- (7) Insignia and accouterments (BDU cold weather field jacket)
  - (1) Officers: Non-subdued rank worn on both shoulder loops 5/8 inch from outside shoulder seam and centered front to back.
  - (2) Enlisted: Non-subdued rank worn on both collars.
  - (3) Name and VaDF tapes (see para 1-3d (3)).
  - (4) Shoulder patches (see para 1-3d (2)).
  - (5) Badges (see para 1-3d (5)).
  - (6) DUI: will be worn on both shoulder loops
    - (a) Officers: wear the DUI centered on the shoulder loops, and equal distance from the inside edge of their grade insignia to the outside edge of the button, with the base of insignia toward the outside shoulder seam.
- (8) Insignia and accouterments (BDU ECWCS parka)
  - (1) Non-subdued pin on or embroidered insignia of rank will be worn centered on the tab located on the front center of parka.
  - (2) Non-subdued (black letters on green background) name tape is authorized to be sewn only on the flap of the pocket located on the left sleeve of the parka. The pocket flap will support 13 to 14 ¼ inch letters.
- (9) BDU Patrol Cap:
  - (1) Rank insignia: Non-subdued rank insignia will be worn on the front of the cap by both Officers and Enlisted personnel.
  - (2) Chaplains will wear non-subdued branch insignia on the front of the cap.
  - (3) BDU "Boonie Hats" and Marine Corps pattern BDU "Utility Covers" **ARE NOT** authorized.
- (10) Rain Gear (authorized for wear with Class "C" Uniform):
  - (1) Rubberized/plastic poncho - Olive Drab or BDU
  - (2) Rain suit - Olive Drab or BDE
  - (3) Raincoat - Black
    - (a) Officers: Non-subdued insignia of rank on both shoulder loops.
    - (b) Enlisted: Non-subdued insignia of rank on both collars.
- (11) Miscellaneous items for wear with Class "C" Uniform
  - (1) Helmet for wear by Color/Honor Guards.
    - (a) Old-style helmet liners only will be worn without steel "pot" helmet or covers.
    - (b) Any color may be worn (black, white, blue, OD, etc.) as long as all are uniform in appearance.
    - (c) The Kevlar helmet is authorized only when directed by Division HQ.
  - (2) Personnel assigned to the VaDF Aviation Battalion are authorized to wear a non-subdued unit patch sewn on the right pocket of the BDU shirt and cold weather field jacket.
  - (3) General Officers are authorized to wear a General Officers Belt with the BDU shirt and field jacket. The belt is black, folded leather and has a brass, tongue and wreath buckle with the seal of the Commonwealth of Virginia.

[illegible]



## MY DRILL SCHEDULE

[illegible]

## ***Your Appearance While In Uniform!***

5-2 Body Piercing: no attachments, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while in uniform, in civilian clothes while on duty, or in civilian clothes off duty on any military installation or other places under VaDF control.

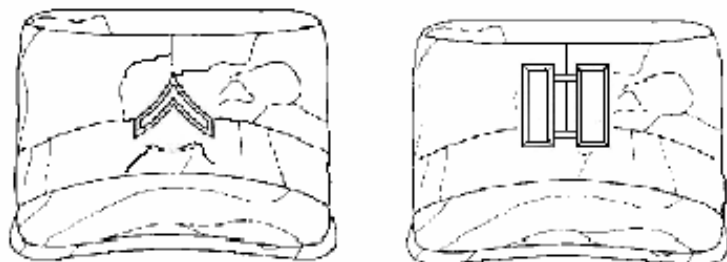
5-3 Tattoos: visible tattoos or brands on the neck, face or head are prohibited. Tattoos or brands on other areas of the body that are prejudicial to good order and discipline are prohibited. Additionally any type of tattoo or brand that is visible while wearing a Class "A" Uniform and detracts from a soldierly appearance is prohibited.

5-4 Lipstick and Nail Polish: females are authorized to wear lipstick and nail polish with all uniforms as long as the color is conservative. Extreme shades of lipstick and nail polish such as purple, gold, blue and white will not be worn.

5-5 Wearing of Jewelry:

- The wearing of a wrist watch, a wrist identification bracelet, including a conservative style **MIA/POW** identification bracelet (only one item per wrist) and not more than two rings (wedding set is considered as one ring) is authorized with Army uniform unless prohibited for safety or health reasons as long as the style is conservative and in good taste.
- No jewelry, watch chains, or similar items, to include pens and pencils will appear exposed on uniforms. Authorized exceptions are a conservative tie tack or tie clasp which may be worn with the black four-in-hand necktie and a pen or pencil which may appear exposed on the food service, CVC, and flight uniform.
- Female soldiers are authorized optional wear of screw-on, clip-on or post-type earrings with the Class "A" and Class "B" Uniform. Earrings will not be worn with Class "C" Uniforms. Earrings will not exceed 6 mm or ¼ inch in diameter. They will be of gold, silver, or white pearl, or diamond, unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. Male soldiers are not authorized to wear any type of earrings when in uniform or when wearing civilian clothing on duty.
- Fad devices, vogue medallions, personal talismans, or amulets are not authorized for wear in uniform or on duty.

## *Patrol (Summer and Winter) Caps:*



## *Collar Devices:*



Wear of enlisted insignia of grade on BDU shirt collar.



Officer insignia of grade, on BDU shirt collar.

### **NOTE:**

For answers about Patrol Cap see page 7 Paragraph 1-3 6g.  
For answers about collar insignia see page 6 Paragraph 1-3 1a.

## **Online Uniforms/Supplies/Tags**

### **NameTape.com**

online source for VaDF specific insignia and tapes  
<http://www.1800nametape.com/vadf.htm>

### **MilitaryClothing.com**

online source for VaDF specific tapes, insignia, BDU's,  
gear  
<http://militaryclothing.com/TBS/SimpleCat/Shelf/ASP/Hierarchy/070I.html>

### **Hull Street Outlet** (military surplus)

Jefferson Davis Highway, Richmond Virginia  
<http://www.hullstreetoutlet.com/>  
(the folks at HSO offer a discount for VaDF members)

### **DISCLAIMER:**

The Virginia Defense Force (VaDF) does not endorse the commercial websites listed on this page, nor does VaDF guarantee service or satisfaction from these businesses. Members have ordered from these sites and experienced good results in the past. The links are posted strictly as a convenience for members needing timely and economical access to insignia, name/branch tapes, uniforms, and accessories.

### ***NOTES: uniform / equipment needs***

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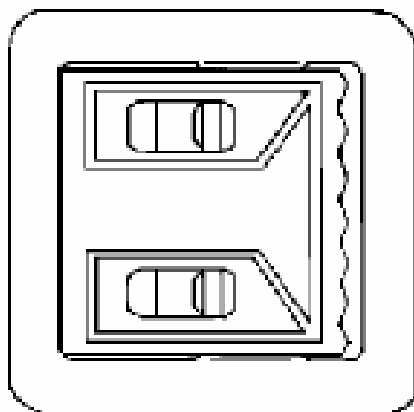
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***Belts:***

*And buckles shall be black in color and solid or the open style may be used.*



**Black frame buckle  
Army Style Trouser Belt, 1 inch**

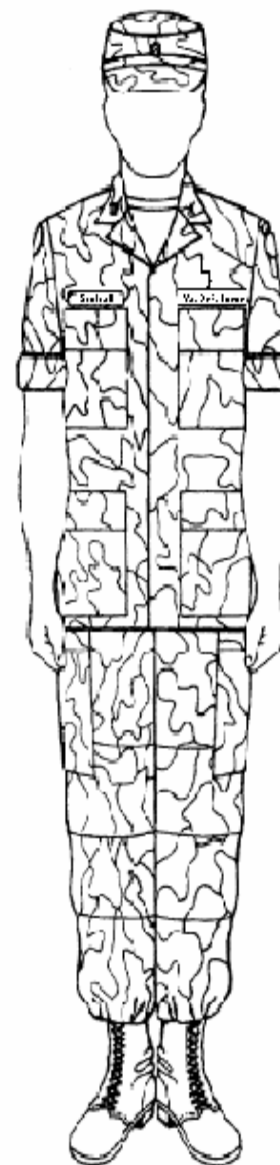
**Cotton webbing material**

**1" wide**

**Black finish metal buckle, solid or  
frame type.**

**Adjustable**

**Consult: Page 6  
item 1-3 c of this  
manual for more  
details.**

***Sleeves Up!***

**Temperate and hot weather BDU, with sleeves rolled up.**

## *Sleeves Up Procedure.*



### **The Army Zip Sleeve Roll**

Summer means "sleeves up" for drills. The idea behind the Army roll is to help keep cool in the summer, but allow for a quick Zip down of the sleeve for full arm sun protection. Just grab the cuff and pull. The goal is to have the finished folded sleeve ending just above your elbow with a neat, finished appearance. Depending on your arm length and BDU shirt, you'll be doing a 3 step or 4 step fold.

#### **3 Step Roll**



Take off your BDU shirt - you can't do this with it on.

Lay out and smooth the sleeve on a flat surface. Un-button the cuff.



Fold up the sleeve to the top of the elbow reinforcement seam for a 3 roll.

On a 4 roll, keep going until you're about an inch from the armpit.

Keep smoothing and try to keep the seams aligned.



Ready for next fold.

## *Web Gear*

*(Load Bearing Equipment):*

*Your Web Gear shall be green in color.*

*However the Butt Pack may be woodland camo, canteen itself shall also be green in color.*



## *Load Bearing Equipment!*



## *Sleeves Up Procedure.*



Fold again and smooth.  
For a 4 roll, you'll be folding partway up and then again to the edge of the cuff.



Ready for finish fold.

The secret to doing this right is insuring that the inside of the cuff fabric is slightly wider than the folded part of the sleeve. Start over if it's not.

Keep smoothing



Finish folding by pulling the cuff back over the folded sleeve.

Check seam alignment and smooth as much as possible.

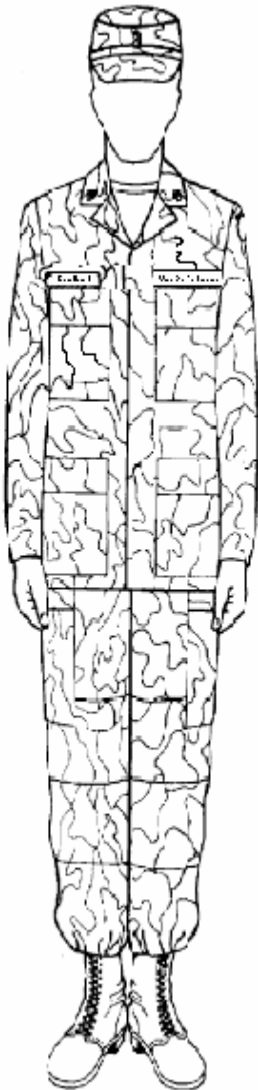


Button the cuff and you're ready to go.

When done, you shouldn't see any folded "white fabric" below the cuff or excess sleeve fabric above the cuff seam.

Occasionally, you may see someone who has actually had their uniform altered to create a sleeves-up appearance. It's not authorized.

*The class “C” uniform sleeves down,  
is your default uniform.*



Temperate and hot weather BDU, with sleeves down.



Jungle boots offer less weight and better ventilation for Summer use.

Standard Combat boots (all leather) provide much needed protection in the Winter as well as sturdy support to the wearer.



### ***Footwear:***

*Standard Combat boots and Jungle boots are black in color ,however, the Jungle boots may have a green, black or camouflage fabric insert.*

*Your boots should be properly fitted as you may be spending some time in them, so take your time in your selection of them and be sure to wear the socks you plan on wearing for duty when making your boot selection. Army issue socks will feature a padded sole; this should also be taken into consideration during your selection process.*

*See your unit supply Sergeant as the Defense Force has boots and BDU's that may be issued.*

**Consult: Page 6 item 1-3 a of this manual for more details.**

### ***Field Jacket.***



Cold-weather coat, BDU (field jacket)

**NOTE:** See pages 6 & 7 of this manual for further uniform details and regulations.

*Your Distinctive Unit Insignia will be worn on the shoulder straps of your field jacket, take care to insure your devices are properly displayed. There is a left and right facing design for some devices, all shall face forward. (see page 7. Para. 1-3 e)*

**NOTE:** sew on patches may be preferred for this outer garment.

## BDU Parka











## Battle Dress Uniform (BDU) ECWCS Parka

NOTE: See pages 6 & 7 of this manual for further uniform details and regulations.






## *Know who you're talking to!*

### RANK INSIGNIA


#### OFFICERS

GENERALS:			
	Major General (MG) Two Silver Stars	Brigadier General (BG) One Silver Star	
FIELD GRADE:			
	Colonel (COL) Silver Eagle	Lieutenant Colonel (LTC) Silver Oak Leaf	Major (MAJ) Gold Oak Leaf
COMPANY GRADE:			
	Captain (CPT) Two Silver Bars	First Lieutenant (1LT) One Silver Bar	Second Lieutenant (2LT) One Gold Bar

#### WARRANT OFFICERS

		
<b>Chief Warrant Officer 5 (CW5)</b> One Silver Bar with a Black Line	<b>Chief Warrant Officer 4 (CW4)</b> One Silver Bar with Four Black Squares	
		
<b>Chief Warrant Officer 3 (CW3)</b> One Silver Bar with Three Black Squares	<b>Chief Warrant Officer 2 (CW2)</b> One Silver Bar with Two Black Squares	<b>Warrant Officer 1 (WO1)</b> One Silver Bar with One Black Square

#### ENLISTED PERSONNEL

<u>ENLISTED PERSONNEL</u>			
			
Command Sergeant Major (CSM)	Sergeant Major (SGM)	First Sergeant (1SG)	
			
Master Sergeant (MSG)	Sergeant First Class (SFC)	Staff Sergeant (SSG)	Sergeant (SGT)
			No Insignia
Corporal (CPL)	Private First Class (PFC)	Private (PV2)	Private (PV1)



## *Maintaining your BDU's*

### BATTLE DRESS UNIFORMS (BDU's):

#### WASHING:

Your BDU uniform may be laundered at home with some special care. Turn your BDU's inside out before laundering. Use warm (never hot) water, and the permanent-press cycle. Use a detergent designed for warm or cool water washing. Never use chlorine bleach! You may launder your field jacket in this same manner.

Although the washing instructions for your BDU cap say that you may launder your cap in the same manner, it is recommend that you do not put your BDU cap in the washing machine - it will ruin the bill. Instead, wash by hand using a mild shampoo to remove the oil residue and buildup caused by your hair. Do not wring or twist the cap. Instead, shape your cap and let it air dry overnight.

#### DRYING:

Use permanent press cycle or low heat setting. The normal heat setting is too hot! Remove your uniforms immediately after drying. Removing your BDU's promptly and smoothing them flat before they cool down reduces wrinkles. (It is recommended that you never put your BDU cap in the dryer, as it will lose its shape.)

#### IRONING:

Lay your uniform flat and iron using the "synthetic" or "low" setting. You may use starch on your uniforms, but remember to keep the iron set on low to prevent the starch from scorching or glossing your uniforms.



For further information on name tapes see page 7 Para. 1- 3 (3) of this manual.

## *Placement of Badges.*



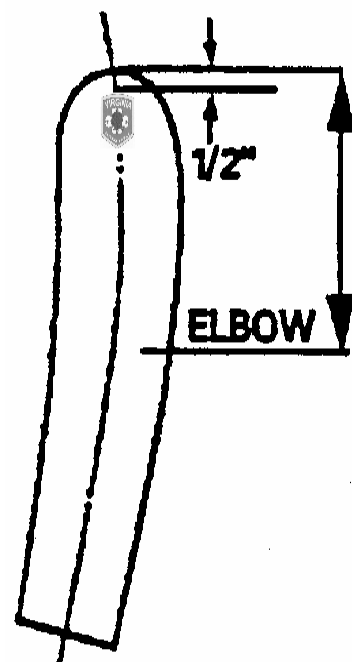
### **Wear of non-subdued special skill badges.**

Ribbons / Metals will be awarded to members of the Defense Force from time to time based on service and achievement. The service ribbons and medals are not to be worn on your BDU's; they are to be worn on the dress uniforms only.

Badges awarded as a result of skill completion such as MEMS, RTO, EMT, etc., are to be worn on both BDU and Dress uniforms.

The placement of these items on the BDU's is illustrated above, with your highest skill level award being placed above the name tape and the remainder spaced across the pocket flap.

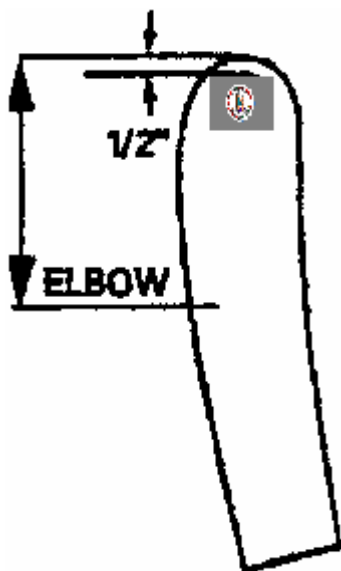
**NOTE:** See pages 6 & 7 of this manual for further uniform details and regulations.

*Placement of Shoulder Sleeve Insignia.*LEFT SLEEVE

the  
Virginia Defense  
Force  
insignia

RIGHT SLEEVE

the  
Virginia  
State Flag  
patch

*Placement of Shoulder Sleeve Insignia.*

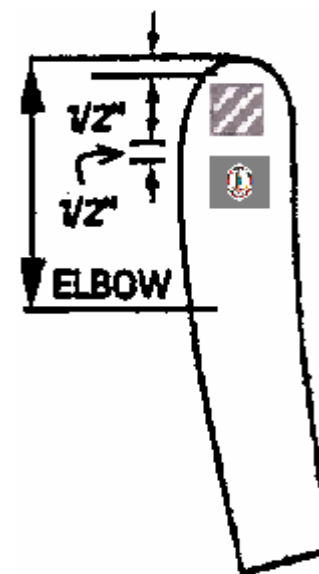
The Virginia Defense Force is proud of our heritage in service to the Commonwealth, we know you are proud of your prior service as well. With this in mind the following Right Sleeve ruling is in place.

Thank you, for your service to our country.

RIGHT SLEEVE

Former Wartime  
Service Insignia

the  
Virginia  
State Flag  
patch

**NOTE:**

Answers to shoulder sleeve insignia questions are on page 6 Paragraph 2 of this manual.